



CONCEALED WEAPONS PERMIT **APPLICATION REQUIREMENTS & PROCEDURES**

- Applicant must be 18 years of age, a US citizen or permanent lawful resident, and a current resident of Montana for at least 6 months.
- Applicant must have a valid Montana driver's license or ID card.
- **Per MCA 45-8-321, Applicant must complete a certified firearms safety course before an application is submitted. Acceptable proof of training includes:**
 - Hunters Safety Card (Bow Hunters Card does not apply) issued by Montana Department of Fish Wildlife & Parks or similar agency of another state; or
 - DD-214 or NGB Form 22; or
 - Certificate of Training from a law enforcement agency, an institution of higher learning, or any NRA certified instruction course – certificate must include the instructor's name and NRA instructor number.
 - Online Courses: The online Hunter's Safety course offered through Montana's Fish Wildlife & Parks is acceptable without further instruction. Any other online course must be taught by an NRA certified instructor and the course must be approved by the Sheriff – certificate must include instructor's name and NRA instructor number.
- All permits require a completed Application packet.
- New permits are processed by appointment only. Appointments can be made online at the Yellowstone County Sheriff's website (see Weapon Permits link) or by calling 406-256-2939.
- Permits expired more than 30 days or renewals of permits issued by *other* Montana counties will be processed as new.
- Non-Expired permits are processed on a walk-in basis. Current walk in hours are: Tues-Thurs 4pm-7:30pm & Fri 12pm-3:30pm.
- Renewing Applicants may apply no sooner than 90 days prior to permit expiration date.

- Applicant will not be reminded of permit expiration date. Please allow up to 60 days for approval and processing of permit.
- **Applicant must list any/all arrests on the application including DUI's, Criminal Notices to Appear, Criminal Summons, and Arrest Warrants. Omission of any of this information may result in denial of a permit.**
- **Applicant must list each/every conviction, including court martials if applicable, on the application. Any criminal conviction, or omission thereof, may result in denial of a permit.**
- **Applicant must list 3 references on the application. References must know Applicant for a minimum 5 years and cannot be a relative (including in-law) or past/present employer. Failure to provide references may result in denial of permit.**
- **Appointment Location:** Yellowstone County Sheriff's Office at 2323 2nd Avenue North, Billings MT.
- **Application Fees:** New Permit: \$60.00; Renewal Permit: \$35.00
 - Fees can be paid by exact cash, check made payable to Yellowstone County, or by Mastercard/Visa – there is a 2.5% service fee for paying by card. Fees are due at the time of appointment and are non-refundable.
- For additional questions, please contact 406-256-2939.

APPLICATION CHECKLIST

- ☐ Completed/Unsigned application
- ☐ Montana photo ID
- ☐ Proof of certified firearms safety course or non-expired Yellowstone County issued CCW permit
- ☐ Fee